Time & Leave Entry
Non-exempt Re-arranged Time

SCENARIO: Report and OK to Process Re-arranged Time for a Non-exempt Employee.

STEP 1:	Select the menu items in the following order: **Time and Leave > Maintain Employee Timesheet**
Expected Results:	The Find an Existing Value page will display.

STEP 2:	You must enter **SOKID** in the Set ID field. You may enter the following primary search criteria: A. **Department ID** in the "Department" field; B. **Pay Period End Date** in the Pay Period End Date field; C. **Employee ID** in the "EmplID" field; D. **Employment Record Number** in the "Employment Rcd Nbr" field; E. Click **Search**. You may wish to enter the following alternate search criteria: A. Employee's **Name** in the "Name" field; or B. Employee's **Social Security Number** in the "Social Security #" field.
Expected Results:	Search results will display with criteria matching that which you entered in the Find an Existing Value page. If you completed all actions, A-E, the Time Entry Daily page will display instead of the search results.

STEP 3:	If you did not enter all the primary search criteria, search results will display. Select the employee's timesheet by **Clicking** on the employee's row of information.
Expected Results:	The employee's timesheet will display.

STEP 4:	**Change** the default Regular (REG) hours by **Clicking** in the hours/day field of the REG row that should have different hours than what defaulted. **Highlight** the REG hours and **Press Delete** or **Highlight and Type** the hours the employee worked. You can also press your Tab key until your cursor is on the day you want to change and **Press Delete** or **Type** the hours the employee worked.
Expected Results:	Hours on specified day fields of REG are changed from what defaulted.

STEP 5:	**Click** on the "Ok to Process?" checkbox.
Expected Results:	A checkmark will display in the "Ok to Process?" box.

STEP 6:	**Click** on "SAVE."
Expected Results:	The words, Processing and then Saved, will flash on the upper right hand corner of the page. If there are no batch time and leave errors, the time will be updated to paysheets during a preliminary or final calculation night.

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